



King County
ADMINISTRATIVE SPECIALIST II
PUBLIC HEALTH – SEATTLE & KING COUNTY
JAIL HEALTH SERVICES
Hourly Rate Range \$15.35 – 19.46 (2004 Rate)
Job Announcement: 05MD5476
OPEN: 9/7/05 CLOSE: 9/13/05

WHO MAY APPLY: This career service position is open to all qualified applicants

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Leonard Jackson at (206) 296-1085 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed. Application materials may be faxed to (206)205-5430.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: King County Correctional Facility, 500 5th Avenue, Seattle, WA 98104.

WORK SCHEDULE: This career service position is overtime eligible. This 1.0 FTE position works 40 hours per week. 24 hour facilities; work patterns and shift based on seniority. Shifts at JHS: Day=either 0500-1330 or 0730-1600, Evening =1600-0030, Night =2300-0730. Extra shifts and overtime may also be required.

PRIMARY JOB FUNCTIONS INCLUDE: The responsibilities of this classification include providing a variety of technical clerical support service in a high volume medical practice:

- Maintain medical and data records
- Enter data in charts and collect and organize charts for various provider clinics.
- File paperwork and charts.
- Share phone reception responsibilities.
- Operate & maintain office equipment - fax, copier, printers, computers, and phones.
- Set and coordinate appointments with outside providers.
- Substitute for other Administrative Specialist II in full range of duties.
- Review correspondence to determine action required.
- Research and compile information for various projects.
- Visitor escort
- Lifting a van bag weighing up to 30 lbs and transporting it through the Jail to the health clinic.

Other duties and special projects

QUALIFICATIONS:

- This position requires lifting, bending and repetitive movement such as pulling and filing charts and lifting and transporting a 30 lb van bag throughout the facility.
- Knowledge of Access, Excel and MS Word applications. **Applicants will be tested on Word, Excel, Access, Alpha Filing, Numeric Filing, Data Entry and Basic Math.**
- Ability to operate standard office equipment that may include typewriter, personal computer, mainframe terminal, copier, fax machines and multi-line telephones.
- Oral and written communication skills as well as skill in following oral and written instructions.
- Organizational skills.
- Demonstrated skill in good customer service via phone and in person
- Initiative and accountability skills for work product or service
- Skill in conducting research on a specific work assignment
- Skilled at working as part of team and independently.
- Skilled at adapting to changes in workload demands.
- Skilled at prioritizing and completing multiple tasks simultaneously.
- Ability to meet established deadlines.
- Ability to learn, interpret and apply complex policies and procedures.
- Skilled at communicating in a pleasant, non-judgmental, respectful, culturally sensitive manner under varying levels of stress (this may include high levels of noise, limited resources, multiple interruptions, etc.)
- Skilled at handling difficult interpersonal interactions with discretion and diplomacy.
- Skilled at maintaining confidentiality.

DESIRED QUALIFICATIONS: Prefer experience working in correctional health setting.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.
- Current Washington State driver's license or the ability to travel throughout King County in a timely manner.

UNION MEMBERSHIP: Local 17.

CLASS CODE: 8387 SEQUENCE NUMBER: 81-8387-3486